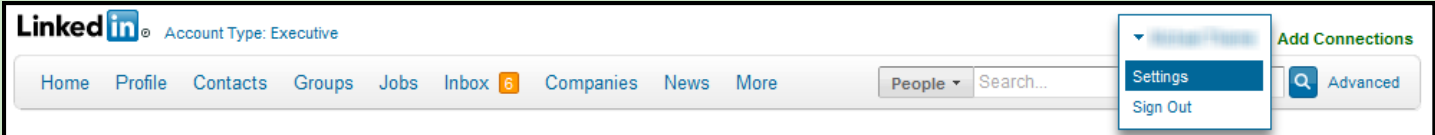


LinkedIn Smart Card

Social Networks - Do's and Don'ts

- Use an email account not associated with banking, finances, or other important contacts.
- Only establish and maintain connections with people you know and trust.
- Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures that were taken at a distance, at an angle, or are otherwise concealed. Never post Smartphone photos, instead, use cartoons or avatars.

Managing Your LinkedIn Profile



Apply the **Profile** settings shown below to ensure that your information is visible only to the people of your choosing.

Profile

Communications

Groups, Companies & Applications

Account

Privacy Controls

1 Select who can see your activity feed

2 Select what others see when you've viewed their profile

3 Select who can see your connections

4 Change your profile photo & visibility »

5 Show/hide "Viewers of this profile also viewed" box

6 Edit your public profile »

Settings

Manage your Twitter settings

Manage your WeChat settings

Helpful Links

Edit your name, location & industry »

Edit your profile »

Manage your recommendations »

Customize Your Public Profile

Control how you appear when people search for you on Google, Yahoo!, Bing, etc.

Profile Content

☒ Make my public profile visible to **no one**

☐ Make my public profile visible to **everyone**

☐ Basics

☐ Headline

☐ Summary

☐ Current Positions

☐ Past Positions

☐ Languages

☐ Skills

☐ Education

☐ Additional Information

☐ Interested In...

Set to no one

Who can see your activity feed

1

Your activity feed displays actions you've performed on LinkedIn. Select who can see your activity feed.

Only you

or

Who can see your connections

2

Select who can see your list of connections. Note: people will still be able to see connections who endorse you and connections they share with you. (Don't want your endorsements visible? Just choose to [opt out](#).)

Only you

or

Viewers of this profile also viewed...

3

☐ Display "Viewers of this profile also viewed" box on my Profile page

or

What others see when you've viewed their profile

2

☐ Your name and headline (Recommended)

☐ Anonymous profile characteristics such as industry and title

Note: Selecting this option will disable [Profile Stats](#). Whenever you switch to anonymous, your viewer history gets erased.

☒ You will be totally anonymous.

Note: Selecting this option will disable [Profile Stats](#). Whenever you switch to anonymous, your viewer history gets erased.

or

Upload a Photo

4

You can upload a JPG, GIF or PNG file (File size limit is 4 MB).

No file chosen

or

In addition to users I message, my profile photo is visible to...

☒ My Connections

☐ My Network

☐ Everyone





Do NOT use a photo of your face for your account

Unlike other social networking sites, LinkedIn's Terms of Service assure you that you retain full rights to content that you post on LinkedIn. Naturally, they cannot guarantee what others who see your content may do with it, but after you delete it, they do not retain it. While they won't alter the intent of your content, they reserve the right to format or translate it as necessary.

LinkedIn Smart Card

Account Settings

Apply the Account settings shown below to ensure that your information is shared in a limited fashion.

 Profile	Privacy Controls	Email, Phone & Password
 Communications	1 Manage Advertising Preferences	Add & change email addresses
 Groups, Companies & Applications	Settings	Manage phone numbers
 Account	Change your profile photo & visibility »	Change password →
	Show/hide profile photos of other members	Helpful Links
	Customize the updates you see on your home page	Upgrade your account »
	Select your language	Request an archive of your data »
	2 Manage security settings	Close your account » →

Passwords

Use complex passwords with capitals and numbers so hackers cannot access your account. Change password every 6 months.

Closing Your LinkedIn Account

When you no longer want to use LinkedIn services, you can close your account by clicking on Close Your Account and confirm that you want to take that action.

Manage Advertising Preferences

1

Ads by LinkedIn - Overview
"Ads by LinkedIn" are advertisements shown to LinkedIn ... [Read more](#)

Ad selection
Ads shown to you are selected based on non-personally ... [Read more](#)

Protecting your personal information
LinkedIn does not directly share your personal information ... [Read more](#)

☐ LinkedIn may show me ads on third-party websites.

[Save changes](#) or [Cancel](#)

Uncheck box and opt out of partner advertising on third party websites

Security Settings





2

Secure connection
☒ A secure connection will be used when you are browsing LinkedIn. [Learn More >](#) [Check box](#)
Note: Some LinkedIn applications will not be available when you select this option.

Two-step verification for sign-in
Turning this feature on will sign you out anywhere you're currently signed in. We will then require you to enter a verification code the first time you sign in with a new device or LinkedIn mobile application. [Learn More >](#)
Currently OFF • [Turn On](#) [Turn ON if you wish to use a cell phone for 2-step verification](#)
Note: Some LinkedIn applications will not be available when you select this option.

[Done](#)

Application Settings

 Profile	Groups	Applications
 Communications	Select your group display order »	View your applications »
 Groups, Companies & Applications	View your groups »	Add applications »
 Account	Set the frequency of group digest emails	Privacy Controls
	Turn on/off group invitations	2 Turn on/off data sharing with 3rd party applications
	1 Turn on/off notifications when joining groups	
	Companies	
	View companies you're following »	

Data sharing with third-party applications

2

☐ Yes, share my data with third party applications.

[Save changes](#) [Uncheck box. Do NOT share your data with third party applications.](#) or [Cancel](#)

Notifications when joining groups

1

☐ Yes, publish an update to my network whenever I join a group that has these notifications enabled by the group owner.

[Save Changes](#) or [Cancel](#) [Uncheck box. Prevent automatic postings.](#)

Note: You may want to turn this option off if you're looking for a job and want to be more private about which groups you join.

Avoid using Twitter connect and the LinkedIn smartphone app to prevent accidentally sharing location data or personal information.

LinkedIn retrieves information about users on websites with LinkedIn Plug-In integration and reports comprehensive summaries of its users through the Bing search engine. Prevent sharing your activities on third-party websites with LinkedIn to protect your online identity.

Useful Links

A parent's guide to Internet Safety

www.fbi.gov/stats-services/publications/parent-guide

Privacy Rights Clearing House

<https://www.privacyrights.org/privacy-basics>

Microsoft Safety and Security

www.microsoft.com/security/online-privacy/social-networking.aspx